

SECRET

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17 JUL 1957

: Chief of Station, []

: PLYBON

- Administrative/Personnel
- Maintenance of Local Leave Records for [] Technical Personnel

1. It has come to our attention recently that neither [] nor Project Headquarters receive so-called "local leave" records for [] technical personnel serving at overseas detachments.

2. Accurate accounting of such "local leave" is required upon termination of individual contracts if claims for remuneration for accrued local leave are made. No claim for such accrued leave, as may be provided for in the individual employment agreements, will be honored unless such claim can be substantiated by accurate leave records.

3. Consequently, since [] have no direct contact with their field units and field technical representatives, and by virtue of the fact that [] representatives are under the administrative and technical direction of the [] section chief, Project Headquarters directs that the [] section chief: (a) Maintain monthly records of "local leave" taken by [] technical personnel; (b) Prepare three (3) copies; and (c) Retain one (1) copy and submit two (2) copies to the Base Administrative Officer to be forwarded by the Base Commander to Project Headquarters.

4. Since this procedure has not been formally in effect previous to this time, we must rely upon the memory and integrity of the individuals concerned to supply some form of written report to cover the local leave status of [] technical personnel prior to this date.

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JAMES A. CUNNINGHAM, Jr.

[]/11 July 1957